



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
100 NORTH UNION STREET  
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MONTGOMERY, ALABAMA 36130-1410  
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JAMES V. PERDUE  
COMMISSIONER

**REVISED**  
**RE-ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION**  
**EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** MH Specialist II  
(Early Intervention)

**NUMBER:** 17-10

**JOB CODE:** A6000

**DATE:** 07/07/2017

**SALARY RANGE:** 74 (\$39,290.40 - \$59,517.60)

**PCQ#:** 8813283

**JOB LOCATION:** Department of Mental Health  
RSA Union Building  
100 North Union Street  
Montgomery, Alabama 36130-1410

**MINIMUM QUALIFICATIONS:** Master's degree in a human service field, plus experience (24 months or more) working in the field of Early Intervention (infants/toddlers with disabilities and/or developmental delays and their families).

**OR**

Bachelor's degree in a human service field, plus considerable experience (48 months or more) working in the field of Early Intervention (infants/toddlers with disabilities and/or developmental delays and their families).

*Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.*

**NECESSARY SPECIAL REQUIREMENT:** Extensive in-state travel with some overnight stays and occasional out of state travel is required. Must have a valid driver's license to operate a vehicle in the State of Alabama.

**KIND OF WORK:** This is highly professional work providing state-wide, early childhood developmental disabilities activities, training, technical assistance, and program monitoring for Early Intervention (EI) for the Division of Developmental Disabilities (DD). Duties include: targeted case management (TCM) oversight and monitoring of ADMH EI programs including developing, updating, and providing required Medicaid training for service coordinator certification in TCM; annual and as-needed on-site review of TCM notes and billing; developing reports to aid in monitoring TCM billing; and providing technical assistance to providers related to TCM. The person in this position will participate in scheduled on-site Provider Appraisal Reviews (PARs) and Technical Assistance visits (TAs) as needed for ADMH EI

providers; provides additional guidance, technical assistance and/or training to ADMH EI providers on issues identified through PARs, TAs, and other communications/reviews to ensure fiscal and programmatic compliance with federal and state EI standards/regulations; assist ADMH EI provider payment by receiving, reviewing and approving monthly verification/invoices, and communicating with providers and ADMH finance personnel regarding overages, errors, and/or missing information on reports. This position will also represent the DD Division /EI at early childhood meetings, conferences, committees, trainings, workshops, and other professional development activities related to healthy growth and development of the birth to five years population and their families. Work is performed on an independent basis with minimal supervision.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Considerable knowledge of and experience working in Alabama's Early Intervention System, including knowledge of IDEA Part C policies and procedures, transition to preschool or other community service, and specific disability areas. Working knowledge of Medicaid targeted case management funding and services. Knowledge of local, state, and federal organizations, and advocacy groups for the young child with developmental delays and their families. Considerable knowledge of pertinent state and federal laws, rules, and regulations relative to early intervention and ability to interpret such for others. Considerable knowledge of trends in EI program area. Knowledge of other departmental programs and services and interrelationships between programs. Good to excellent computer skills with applications such as Word, Excel, Outlook, PowerPoint and others. Ability to formulate and express ideas and work with others to accept efficient methods of instruction. Ability to plan, organize, and direct programs. Ability to intervene on behalf of the young child with a developmental delay as well as the family, and community providers based on the philosophy and requirements of IDEA, Part C and transition activities and requirements. Ability to express ideas clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with departmental personnel, service providers, and other state agency personnel in carrying out Early Intervention programs. Ability to train and instruct others. Ability to interpret laws and regulations. Ability to assist in preparing grant applications and perform associated duties.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

**DEADLINE: August 4, 2017**